

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

SECTION FIVE: COMPENSATION AND BENEFITS

Policy No.: 5-1
Revision No.: 1

Effective: 06/16/2003
Review Date: 09/10/2018,
06/01/2022

Board Policy

The County's classification system is a methodical approach to collecting, analyzing, and maintaining information regarding positions in the workforce.

1. Pay Plans shall be established and approved by the Board, for all classifications in the Classification Plan. The Pay Plans shall include a listing of all approved classifications with a salary range identifying the minimum and maximum rates of pay for each classification. The Administrating Official or designee shall be responsible for the maintenance of the Pay Plans in accordance with sound compensation practices. Pay Plans may be adjusted as a results of external salary surveys or the like.
2. Procedures will be created to address salary actions for; promotions, transfers, demotions, acting status, out of class status, lead workers status, stand-by status, overtime, compensatory time, declared emergency events, supervisory incentive, special duty, and call-out pay.
3. The Administrating Official will establish procedures to provide additional compensation to encourage and retain high performing employees.
4. The Administrating Official will develop procedures to provide benefits including but not limited to; holiday closings, transfer of leave from a constitutional officer, tuition reimbursement, service awards, County cellular telephone & tablet reimbursement, and work & non-work related injuries and illnesses. Employees have a right to appeal compensation and deductions based on the procedure defined within.

County Manager

County Attorney